

**Sufficiency Review Cover Sheet  
Elements Required of a Petition to Establish a Charter School**

Pursuant to the public charter school rules adopted by the Idaho State Board of Education on March 10, 2005, charter school petitioners are required to submit a draft charter school petition to the Idaho State Department of Education (SDE) for the purpose of determining whether the petition complies with statutory requirements (I.C. 33-5202). This review must occur prior to the petition being submitted to an authorized chartering entity (IDAPA 08.02.04. 200.03).

**Petitioners:** Complete the top portion of the Sufficiency Review Form and insert identifying page numbers and tab numbers verifying the location of each of the required elements in the petition. This form will provide a checklist to ensure petitions address all required elements. This form will also assist SDE and authorized chartering entities to facilitate a review of petitions in a consistent format.

<b>Charter School Name:</b>	
<b>Authorized Representative:</b>	
<b>Address:</b>	
<b>Telephone:</b>	<b>E-Mail:</b>
<b>Alternative Contact:</b>	
<b>Address:</b>	
<b>Telephone:</b>	<b>E-Mail:</b>
<b>District Location:</b>	
<b>Date Submitted for Review:</b>	
<b>Date of Review Completion:</b>	

Send one (1) original and one (1) electronic copy of the completed Sufficiency Review Cover Sheet and the Charter School Petition to the attention of Shirley Rau, School Choice Coordinator, [sarau@sde.idaho.gov](mailto:sarau@sde.idaho.gov):

Shirley Rau  
School Choice Coordinator:  
State Department of Education  
P.O. Box 83720  
Boise, ID 83720-0027

<b>Required Elements of 33-5205</b>		<b>Idaho Code Title 33 Chapter 52</b>
Describe the school's educational program and how it will identify: a) What it means to be an "educated person" in the 21 <sup>st</sup> century; and b) How learning best occurs.		5205 (3) (a)
Page Numbers and Tab Number:		
Identify the school's goals and how all educational thoroughness standards shall be fulfilled.		5205 (3) (a) 33-1612
Page Numbers and Tab Number:		
Identify measurable student educational standards that describe the extent to which all students of the charter school will demonstrate they have attained the skills and knowledge specified as goals in the school's educational program.		5205 (3) (b)
Page Numbers and Tab Number:		
Identify the method by which student progress is to be measured in meeting the school's student educational standards.		5205 (3) (c)
Page Numbers and Tab Number:		
Describe how the school's students will be tested with the same standardized tests as other Idaho public school students.		5205 (3) (d)
Page Numbers and Tab Number:		
Describe how the school will ensure that it shall be state accredited as provided by rule of the Idaho State Board of Education.		5205 (3) (e) 5210 (4) (b)
Page Numbers and Tab Number:		

Describe the governance structure of the school, including, but not limited to, the person or entity that shall be legally accountable for the operation of the school and the process the school will follow to ensure parental involvement.	5205 (3) (f)
Page Numbers and Tab Number:	
Describe the qualifications to be met by individuals employed by the school. Instructional staff must be certified teachers pursuant to rule of the state board of education.	5204A (1) 5205 (3) (g) 5210 (4) (a)
Page Numbers and Tab Number:	
Describe the procedures the school will follow to ensure the health and safety of students and staff.	5205 (3) (h)
Page Numbers and Tab Number:	
Describe the school's plan for denial of attendance to any student who is or has been: <ul style="list-style-type: none"> <li>▪ An habitual truant,</li> <li>▪ Incurable,</li> <li>▪ Deemed by the board of trustees to be disruptive of school discipline or instructional effectiveness,</li> <li>▪ Detrimental to the health and safety of the other students, or</li> <li>▪ Expelled from any other school district or state.</li> </ul>	5205 (3) (i) 33-205 33-206
Page Numbers and Tab Number:	
Describe admission procedures that comply with I.C. § 33-5205(j), to include a provision for over-enrollment, and equitable selection processes for the initial year, as well as subsequent years of operation. Include enrollment capacity of the charter school.	5205 (3)(j)
Page Numbers and Tab Number:	
Describe how waiting lists will be developed and renewed annually.	5205 (3)(j)
Page Numbers and Tab Number:	

Describe the manner in which an annual audit of financial and programmatic operations will be conducted.	5205 (3) (k) 5206 (7) 5210 (3)
Page Numbers and Tab Number:	
Describe the school's disciplinary procedures, including the procedure by which students may be suspended, expelled and reenrolled.	5205 (3) (l) 33-210
Page Numbers and Tab Number:	
<p>Include a provision that ensures all staff members will be enrolled in and covered by all of the following:</p> <ul style="list-style-type: none"> <li>▪ Public Employee Retirement System (PERSI)</li> <li>▪ Federal Social Security</li> <li>▪ Unemployment Insurance/Worker's Compensation Insurance</li> <li>▪ Health Insurance</li> </ul>	5205 (3) (m)
Page Numbers and Tab Number:	
Describe the public school attendance alternative for students residing within the school district who choose not to attend the public charter school.	5205 (3) (n)
Page Numbers and Tab Number:	
Describe the transfer rights of any employee choosing to work in a charter school that is approved by the board of trustees of a school district, and the rights of this employee to return to any non-charter school in the same district.	5205 (3) (o) 33-1217
Page Numbers and Tab Number:	
Include a provision that ensures that the staff of the public charter school shall be considered a separate unit for purposes of collective bargaining.	5205 (3) (p)
Page Numbers and Tab Number:	
Describe the manner by which special education services will be provided to students who are eligible for such services pursuant to the federal Individuals with Disabilities Education Act, to include a disciplinary procedure for such students.	5205 (3) (q)
Page Numbers and Tab Number:	

Describe the school's plan for working with parents who have students who are dually enrolled.	5205 (3) (r) 33-203
Page Numbers and Tab Number:	
Describe the process by which citizens residing in the compact and contiguous attendance area of the charter school will be made aware of enrollment opportunities.	5205 (3)(s)
Page Numbers and Tab Number:	
Describe the school's proposal for transportation services as required by.	5205 (3) (t) 5208 (4)
Page Numbers and Tab Number:	
Describe the school's plan for termination of the charter by the board of directors, to include: <ul style="list-style-type: none"> <li>▪ Identification of who is responsible for dissolution of the charter school;</li> <li>▪ A description of how payment to creditors will be handled;</li> <li>▪ A procedure for transferring all records of students with notice to parents of how to request a transfer of student records to a specific school; and</li> <li>▪ A plan for the disposal of the public charter school's assets.</li> </ul>	5205 (3) (u) 5206 (8)
Page Numbers and Tab Number:	
Describe the proposed operation and potential effects of the school, including, but not limited to: <ul style="list-style-type: none"> <li>a) facilities to be utilized by the school;</li> <li>b) the manner in which administrative services of the school are to be provided; and</li> <li>c) the potential civil liability effects upon the school and its chartering entity.</li> </ul>	5205 (4)
Page Numbers and Tab Number:	

After a sufficiency review has been conducted by the State Department of Education, the petition and sufficiency may be submitted to an authorized chartering entity for review and approval. Completion of the review process does not ensure approval of the charter school petition, nor does it establish that the school cannot be challenged for failure to comply with state or federal statutes, rules or regulations at some future date. The SDE does not waive its duty to enforce such laws by performing the sufficiency review.